

## **REGULAR EDUCATION PARAPROFESSIONAL**

### **Purpose Statement**

The job of Regular Education Paraprofessional was established for the purpose/s of working with individual and/or small groups of students under the supervision of a certificated teacher in the supervision and instruction of students; and providing clerical support to teacher/s and staff. Employees in this classification will receive a variety of assignments including classroom and clerical support. Demonstrates support for the Vision, Mission, Beliefs and Goals of District #202. Upholds the established Board of Education policies, regulations and administrative procedures.

This job reports to The Principal or Administrator Designee

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### **Essential Functions**

- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.
- Administers classroom assignments, tests, homework assignments, make-up work, etc. for the purpose of supporting teachers in the instructional process.
- Assists students, individually or in small groups, with lesson assignments (e.g. read stories, listen to students read, providing writing assistance, reinforce English lessons, provide spelling practice, facilitate activities, computer learning programs, etc.) for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching academic goals and grade level standards.
- Attends meetings and in-service presentations as needed for the purpose of acquiring and/or conveying information relative to job functions.
- Fosters and maintains a positive and effective working relationship with teachers, administrators, support staff, District staff, students, parents and the community for the purpose of adhering to the policies, regulations and administrative procedures.
- Implements, under the supervision of assigned teacher, instructional programs and lesson plans for the purpose of presenting and/or reinforcing learning concepts.
- Maintains classroom equipment, work area, and manual and electronic files and records for the purpose of ensuring availability of items and providing a safe learning environment.
- Maintains professional confidentiality in all areas of responsibility for the purpose of adhering to the policies, regulations and administrative procedures.
- Monitors individual and/or groups of students in a variety of settings (e.g. classroom, field trips, library, lunchroom, bus loading/unloading, etc.) for the purpose of providing a safe and positive learning environment.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Reports observations and responds to emergency situations and incidents relating to specific students (e.g. accidents, fights, inappropriate social behavior, violations of rules, safety conditions, etc.) for the purpose of communicating information to appropriate instructional and/or administrative personnel.
- Supports classroom teachers and other school personnel for the purpose of assisting them in the implementation of curriculum and teaching methodologies.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; guiding others; interpersonal aptitude; monitoring activities; and effective listening.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; stages of child development and learning styles; age appropriate activities; safety practices; and current and emerging technology.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with others; work with similar types of data; and utilize specific, job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: sensitivity to persons of diverse backgrounds; communicating in a positive non-threatening manner; maintaining confidentiality; setting priorities; working as part of a team; working with constant interruptions; adaptability/flexibility; reliability; multi-tasking; organizing; physical stamina; speak, read and write in English; and bilingual is beneficial.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed in a generally hazard free environment.

**Experience** Job related experience is desired.

**Education** Targeted job related education that meets organization's prerequisite requirements.

**Equivalency** None Specified

### **Required Testing**

Pre-employment Physical Exam  
Pre-employment TB Test

### **Certificates & Licenses**

Professional Educator License with Stipulations (PARA) issued by Regional Office of Education; AND  
60+ College credit hours;  
or have completed a paraprofessional training program; or have passed the ETS Para Pro assessment (460 or higher)  
or Professional Educator License

### **Continuing Educ. / Training**

Evaluation as outlined in the PASS Negotiated Agreement

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

7/1/2013

### **Salary Grade**